

DEPARTMENT OF BENEFIT PAYMENTS

4 P Street, Sacramento, CA 95814
(916) 322-8728



February 1, 1978

ALL-COUNTY LETTER NO. 78-4 (Business Services)

TO: ALL-COUNTY WELFARE DIRECTORS

SUBJECT: RECORDS RETENTION

REFERENCE:

Chapter 869 of the Statutes of 1977 amends the Welfare and Institutions Code Section 10851 and 10851.5 to reduce the retention requirements for welfare related records from five to four years from the date of the last payment. Therefore, you may destroy all public assistance records for which the last payment was made prior to January 1, 1974, with the following exceptions:

1. All counties were instructed to retain all adult aid case records until further notice (see All-County Letter 77-55). Those instructions are still in effect with the clarification that adult aid cases where the last payment was prior to January 1, 1972 may be destroyed.
2. Those cases identified in the State Controllers Office audits and not applied by the state due to the Marin decision must also be retained.
3. Warrant registers must be retained for a period of fifteen years.
4. Due to a pending audit issue which affects administrative claiming records, the only administrative claiming records and their supporting documents which may be destroyed are those for the period prior to July 1, 1966.


In accordance with Manual Sections 63-2030 and 63-9200, food stamp records must be retained three years from the date of origin (defined by FNS as the ending date of the pertinent certification period).

The following is a listing of the exceptions to this three-year requirement.

1. If the food stamp records are a part of an assistance case record, it must be retained four years from the date of last payment in accordance with the Welfare and Institutions Code Section 10851.
2. All accountability records (documents supporting the validity of entries on the FNS 250 accountability report) for the period July 1, 1969 forward must be retained because billing has yet to be cleared by FNS's Finance and Program Accounting Division. Once FNS has confirmed that the billing has been paid, these records may be destroyed.
3. All audit related case records and fiscal records for which there is an open audit must also be retained. For verification of any such audit you should contact the Food Stamp Program Operations Bureau at (916) 322-5475.
4. "Authorization to Purchase" (ATP) cards may be destroyed after a period of one year, if the requirements outlined in Manual Section 63-9210 have been met.

The provisions of this letter are for the fiscal purposes of DBP and do not authorize you to destroy those records which have a longer retention period required by other laws or regulations.

Should you have any questions on this matter, please contact the Records Systems Analysis Unit at (916) 322-8728.


R. E. REICH
Deputy Director

cc: CWDA

This letter supersedes All-County Letters 74-35 and 74-56.